

# Rehabilitation of Ninety-Six (96) Public Schools in Lebanon

LRPS-2023-9182373

Q&A

**BIDDERS QUESTIONS - Admin related**  
**General/Administrative Questions:**

**1. Site visits**

- a. Are site visits mandatory?
- b. We wish to inquire whether we should provide evidence for 1 school per the lot we intend to submit or for all the schools in each lot we wish to bid for.
- c. Kindly note that the pre-scheduled visits were for one school per lot, is attending these visits considered enough? Or you would like us to provide a proof of visiting each and every school we are bidding on?

Prescheduled Site visits are mandatory.

In case any of the pre-scheduled visits was missed, the bidder must re-visit the school and shall provide the evidence for this specific visit as stated below (point 1 and 2). If already done, then there is no need to provide a proof to UNICEF of visiting the other remaining schools in the desired lot.

1-Either he should provide evidence such a signed paper from the school director stating that he has visited and inspected the condition of school building.

OR,

2- he can provide UNICEF a certified/ stamped statement confirming that he has visited the school and inspected the needed works as described in tender documents upon his responsibility. Photos to be provided as evidence; and he shall state clearly that his financial offer is in compliance with UNICEF requirement and the technical documents.

**On another note, we reiterate what was communicated during the pre-bid meeting and as stated in the TOR and RFP that all bidders are responsible for visiting all schools that are within the Lot that they are intending to bid for and gathering information and sites' inspections are bidders' responsibility.**

**2. In each lot, do we have to submit the same unit rate for the same item in every school?**

Yes.

**3. Can the BOQ be printed or must be hand written?**

BOQs to be filled on excel form that are included in the tender document.

**4. Is it required to submit a unit rate breakdown?**

Yes.

**5. Mandatory documents:**

- a. The technical proposal shall be submitted in 3 CDs only, on the other hand it is required to submit mandatory original documents; kindly clarify; as well if the contractor is applying for more than a lot, how should the mandatory documents be submitted: 1 hard copy for each lot or 1 hard copy for all
- b. Mandatory documents: If required to be submitted before the tender deadline, kindly specify the exact date and time for submission. As well in page 8 of 27 clause 5.3 (last 2 points) bidding documents and Annex C are requested, shall we submit them in hard accompanying the mandatory documents or only as a soft copy signed and stamped with the tender submission?
- c. In reference to the mandatory documents to be submitted as mentioned in the TOR in page 7 & 8, point 8 in page 8 mentions "Complete bidding documents initialed on all pages", In addition, as mentioned in the Special Notes page 6 of 17 "part b." and in the Minutes of Meeting Point 4, "Technical Proposal: No. 3 CDs"

Do we have to print, and initial all the bidding documents as received (drawings, specification, TOR, and original BOQs) and to be submitted as Hard Copy with the mandatory documents, or will it be enough to submit them as soft copy in the 3 CDs electronically initiated?

- d. In reference to Minutes of Meeting; Project Brief and Evaluation Criteria, Submission of mandatory requirements should be maximum in 3 weeks: 26/05/2023 to get 1 week for review and resubmission if needed.

we would like the authority to confirm that the mandatory documents are to be submitted on the mentioned date and can be send only via email? Else, in what manner are they going to be submitted or should they be submitted together with the proposal on June 5, 2023?

- e. In the list of mandatory documents, it's mentioned that we shall submit all bidding documents initialed (TOR, dwgs, boqs unpriced...). Please precise which documents to print and initialize? And if we are submitting 3 lots, shall we submit the related drawings and boqs?

- a. One set of original mandatory documents should be submitted regardless of the number of lots that you are bidding for.
- b. The last two points under clause 5.3 / page 8 to be submitted in softcopy signed and stamped electronically with tender submission.
- c. As for the BOQ please refer to RFP clause 1.5.
- d. Mandatory document should be submitted in hard copy. either by 26 / 05/ 2023 or by the tender closing date.
- e. Bidding documents to be submitted in softcopy signed and stamped electronically with tender submission. The bidder shall submit drawings and unpriced BOQs for each LOT that he is bidding for.

6. submitted lots in one envelope?

Yes.

7. If the contractor is submitting more than one lot can the resources (CVs, equipment's) be the same for all the lots or each lot should be of independent resource/staff. And for the same lot can the resources be the same for each school or each school is independent.

In case the contractor is applying for more than one lot, he should specify the number of lots and provide different teams (human resources). As for the equipment the bidder should indicate in the methodology how same equipment will be used in different lots.

8. Concerning the project duration shall we stick to 8 months as mentioned in the minutes of meetings or as mentioned in the Annexes.

Please stick to duration mentioned in the TOR and the pre-bid meeting minutes.

9. In Lot 1 Annex " Ghobiery first mixed elementary public school" is mentioned but there is no BOQ for this school.

Ghobiery First Mixed Elementary Public School CERD # 79 is not part of this tender.

10. Forms under Annex D

- a. Where is Form 13 (Summary of Financial Proposal) to be found?
- b. Where is Form 12 (Financial Proposal Letter) to be found?
- c. Would you kindly provide us with the forms to be filled in Word Format?

Please consider the BOQ as the only form to be filled under Annex D.

11. Is the BoQ Breakdown Analysis to include all BoQ items?
Yes.
12. Project Manager experience
<ul style="list-style-type: none"> <li>a. In reference to the Project Manager as mentioned in the TOR in page 9, can the project manager be a Civil engineer with the mentioned experience, or it is a MUST to be an Architectural engineer?</li> <li>b. In reference to Technical Company Profile and CVs, please confirm if a Project Manager must have a Diploma/Bachelor of Science in Architecture OR CIVIL Engineering with Construction Management experience.</li> </ul>
<ul style="list-style-type: none"> <li>a. Yes, project manager can be a Civil engineer with the mentioned experience.</li> <li>b. Confirmed.</li> </ul>
13. For the financial Proposal do you request a printed, stamped hardcopy in addition to the CD copy? Please confirm.
Confirmed.
14. Technical Copy should include a stamped copy of all tender files issued from your side (Annexes, V2- V3- Specifications, V4-Drawings)?
Technical documents should be initialed and stamped electronically. No hard copies.
15. <u>Zero quantities in the BOQ</u>
<ul style="list-style-type: none"> <li>c. In the B.O.Q., there are some items with Zero quantities , So do we have to put the unit price for the items with zero quantities or No ?</li> <li>d. Please confirm decision on zero (0) quantities which are not provided with sufficient data to price.</li> <li>e. Kindly we need your confirmation concerning the possibility of not pricing the zero quantity items. The zero quantity items are numerous and sometimes more than the items that do have quantities! and besides many of them need details or clarification to be able to be priced.</li> <li>f. Please reconsider your decision regarding the pricing of the BOQ items with quantity = 0.</li> <li>g. Regarding the pricing in the BOQ, I would like to know whether we should provide pricing for all items listed in the BOQ, including the items with no quantities specified, or if we should only provide pricing for the items with quantities indicated.</li> </ul>
BOQ items with 0 quantities should be priced. Please refer to pre-bid meeting minutes.
16. In reference to question #2, please confirm other mandatory documents to be submitted by international bidders.
All mandatory documents are listed in the TOR. Bidders are required to provide the full list for eligibility.
17. In reference to technical proposals and financial proposals in CDs, please confirm if we can use flash drives instead of CDs?
Yes.
18. In reference to question #17, please confirm the exact address of delivery and the name of the recipient of the parcel.
19.
<p>Bidders to follow instruction for tender submission in the RFP.</p> <p>UNICEF premises address:</p> <p>United Nations Children’s Fund   Beirut - Lebanon</p> <p>Achrafieh, Sodeco Area, Petro Trad Street, Sama Beirut Bldg.</p>

**20. Tender Extension request**

- a. In reference to the submission set on June 5, 2023, can we request to extend the due date of the proposal by at least 2 weeks?
- b. In addition, we kindly request an extension of two weeks at least on the bid submission date in order to have enough time to visit all the schools in line with the variety of items and the number of lots involved.

UNICEF will extend the bid submission date till Friday 9 June 2023 @12:00 noon

**21. In reference to LRPS 2022-9182372 document, all prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization, please confirm if this includes all duties and all other charges.**

All prices/rates quoted must be excluding VAT. Contract(s) will be issued based on the prices quoted excluding VAT, however, all invoices must bear the related VAT amount that UNICEF will pay to contractors.  
All taxes must be complied with by the contractor according to local laws and regulations.

**22. In reference to question #21, there are still certain customs procedures and both parties' obligation relative to tax-exempt, please confirm your estimated timeline when it comes to documentation processing.**

All customs procedures must be arranged by the contractor and not UNICEF.  
All taxes must be complied with by the contractor according to local laws and regulations.

**23. Facilities and resources**

- a. Please confirm if there's a Storage Facility / Laydown Area allocated for construction materials.
- b. Please confirm if there's an allocation of temporary office and accommodation for the contractor's manpower.
- c. Please confirm if the available power and water supply are free of charge and can be used by the contractor during the construction period.

Please note that all site arrangements including storage area, temporary offices, accommodation for the contractor's manpower, required power and water supply are the responsibility of the contractor and nothing is free of charge. Resources of the school can't be used.  
Please refer to pre-bid meeting minutes where it is stated clearly.

**24. The contract is a lump sum so we would like to clarify that if we apply one item in the BOQ but the quantity is less or extra we will only get the total amount that we price it in BOQ.**

Our contracts are issued as lump sum. Please refer to the 'Lump Sum' clause in the contract.  
However, this does not mean that variations are not possible as stated in our contract according to clause on "Variations".

**25. We would like to confirm the following if true:**

- a. Items with quantity will be priced and included in our price?
- b. Items with quantity in the optional works will be priced but will not be included in total price?
- c. All items without quantity will not be priced in cost and optional works in BOQ?
- d. Can we not print sections without quantities in BOQ?

- a. Yes.
- b. No. please stick to BOQ form where the summary page includes total price with and without optional items.
- c. No. please refer to point 15.

d. No.

26. Please reconsider changing the Contract type from Lump Sum to Re-measured; a Lump Sum based contract requires taking off quantities and site surveys for all lots, while timeframe is very tight.

We are using standard UNICEF contracts for construction works which are lump sum contracts.

27. If we don't intend to sub-contract any part of the work, do we lose points in the evaluation?

No.